**Archdale Civic Association**

**Business Ad Listing for Archdale’s Website**

**Background**

The Archdale Civic Association (ACA) is developing a Business Ad Listing in response to members’ requests for business listings on OurArchdale.com.

The ad listing will provide businesses located inside and outside of the Archdale subdivision the opportunity to provide information to potential clients residing in over 800 neighborhood homes.

*Since each business listing is a paid ad, it is understood that the listing is not an endorsement by any ACA member.*

**Disclaimer**

While every attempt has been made to ensure the accuracy of OurArchdale.com, the ACA makes no warranties or representation regarding its accuracy or completeness.

Any reliance you place on such material is therefore strictly at your own risk. You are responsible for gathering and verifying the information needed to make decisions.

Each user of OurArchdale.com understands that the ACA board/members disclaims any liability for any damages in connection with its use. Any decisions you make after reading this website or other material are your responsibility and the ACA can't be held liable for anything you choose to do.

**Participation Instructions**

1. Submit the Business Ad Listing Form requesting the purchase of the Archdale Civic Association Business Ad Listing.

You will be contacted if there are any questions or concerns.

You will be notified whether your request to purchase an ad has been accepted.

1. If you are accepted to purchase an ad submit the appropriate payment as follows:

* ACA Members: $50
* Non-ACA Members: $100
* Young Entrepreneur:
  + ACA member dependent: $10
  + Non-ACA member dependent: $25

***(Dependent Child Ages 14 - up Parent must co-sign.)***

* Mail checks payable to Archdale Civic Association, PO Box 41543, Charleston South Carolina 29423-1543

OR

* pay online at OurArchdale.com, connect, payment (click donation).

1. Business Ad Listings fees are *non-refundable* and purchase **one year** of business listing on OurArchdale.com.

**Monthly web updates** will add new business listings and remove expired listings.

The ad expiration month will be posted at the end of each listing.

1. Business Ad Listings will be **grouped** under headings for various types of businesses. Headings will be added as needed.

Sample heading include: Home, Lawn and Garden, Childcare, Pets, Automotive, etc.

1. If vital business information changes over the course of the year, the business can request an update by emailing the changes to [Info@OurArchdale.com](mailto:Info@OurArchdale.com).

The web update will be done when our volunteer webmaster has time available to make changes. Changes to Discounts and Seasonal Offerings ***will not be updated***.

Email any questions to: [Info@OurArchdale.com](mailto:Info@OurArchdale.com)

**Business Ad Form (web-based form that can be completed online or printed for mailing).**

**Archdale Civic Association**

**Business Ad Listing Form for Archdale Website**

You must be authorized to place ads for this business prior to submitting this form requesting the purchase of the Archdale Civic Association Business Ad Listing.

Fill in all sections you want included in your business ad listing:

1. **Business Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Your Name and Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Business Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Business Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Business Experience:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **List Credentials (Degrees, Certificates, Licenses, Other):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **Do you have a business license, and if so and in which county/ies?**

**Yes \_\_\_ No\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **What Is your business License #? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Do you have liability insurance?** **Yes \_\_\_ No\_\_\_**
3. **Are you bonded? Yes \_\_\_ No\_\_\_**
4. **List all payment methods accepted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **List Discounts and Seasonal Offerings, if any are offered**   
   (Examples - seasonal discounts; Archdale Civic Membership support %/donation; Association verified Member discounts; multi-residents’ purchases discount for services such as lawn maintenance, pressure washing, other; multi-residents’ purchase for items such as pine straw, mail box replacements, other)

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1. **Business Physical Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Mailing Address if different:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Phone/Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Web:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Preferred method of contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. -Are you a current member of the Archdale Civic Association?\_ **Yes \_\_\_ No\_\_\_**
8. If parent of Young Entrepreneur, list your name as co-signer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submission of this form, you are signing and stating that the information you provided is complete and accurate and that you agree to the terms/conditions of the Business Ad Listing for Archdale Website.

If feasible, we try to add your to the ad

* Business Logo (resolution/size requirement needed)
* Business Social Handles QR Code

Ad expiration month: